

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE PUBLIC HEARING & REGULAR MEETING of
June 20, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting immediately following the Public Hearing on the Budget, at **5:00 p.m., on Tuesday, June 20, 2023**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were, Frank DiTillo (5:07 p.m.), Roy Hark, Gordon Ipson, Laura Judlowe, J’Nelle Lee, Raymond Lee, and Sara A. North. Annie Dixon and Kevin Knickerbocker, were absent. Also present were Hallie Yundt Silver and Caitlin Greathouse.

J’Nelle Lee called the Public Hearing to order at 5:00 p.m.

Hallie Yundt Silver indicated that the Public Hearing was noticed at the Library and City Hall, on the website, and in a legal ad that ran on June 10th in the Hannibal Courier Post. The proposed budget was available for public inspection at the Front Desk and on the website from early June.

She announced that by the end of FY22-23, Revenues were greater than anticipated. She continued that the picture for Revenues in FY23-24 is not as rosy, and that Revenues for FY24-25 look even worse. She encouraged the Library Board to scrutinize expenditures on projects. She said that it is hoped that it will not be as bad as it was in 2008 and 2009.

She continued with a brief overview of the Expenditures Budget. She indicated that money needed to be transferred from Capital Outlay in FY23-24 to purchase computers that are Windows 11 compatible and a system printer, and that The Raise the Roof Project will need to be budgeted with a transfer from Capital Outlay in FY24-25.

She reminded the Library Board that Carry-Over for operating expenditures is a budget tool must be available to the Library for the difficult upcoming budget years.

She concluded by stating that the Library always begins the year in July with many budgetary unknowns, both revenues and expenditure.

The Library Board had no questions or comments.

There was no Public Comment.

Moved by Roy Hark and supported by Gordon Ipson to adjourn the Public Hearing.

The Public Hearing adjourned at 5:06 p.m.

J’Nelle Lee chaired the Regular Meeting. She called it to order at 5:06 p.m.

Moved by Roy Hark and supported by Sara North to approve the Minutes of the meeting of May 16, 2023. Motion carried.

Hallie Yundt Silver announced that there will be another set of Claims for June 2023 presented at the July meeting and possibly an additional set at the August meeting. She indicated that accrual demands that the Claim is paid from the year the product/service was ordered, not when it was received.

Distributed were Claims for June 2023, totaling \$95,630.44. The credit card claim in the amount of \$4,730.90 was included in the main packet. Claims included There was a correction on the Claims in the third line under Ingram: \$24 of the \$68.43 needs to be paid from Children's Books instead of A&E. There was also a correction on the credit card claim: the Walmart claim in the second line was for YA Programming. Claims included Summer 23 programming expenses, staff t-shirt purchase to be reimbursed, postage stamps, annual renewals newspaper and magazine subscriptions, Caitlin's membership in the Missouri Library Association, the annual MIRMA payment, and annual renewal of several databases. Moved by Roy Hark and supported by Roy Hark x to approve the Final Claims for May 2023 in the amount of \$100,361.34. Motion carried.

Moved by Sara North and supported by J'Nelle to approve the Investment Report for May 2023. Motion carried.

The City Financial Reports for May 2023 was included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Roy Hark and supported by Laura Judlowe to approve the Transfer Recommendation for June showing no transfers. Motion carried.

There was no Public Comment. Laura Judlowe indicated she had received complaints about landscaping.

Sara North encouraged the Library Board to get started at the July meeting to hire a new director, effective on the retirement of Hallie Yundt Silver. It was announced that the Investment Committee would meet on Thursday. There were no other Committee reports.

The Director's written report was included in the packet. The following items were added to her report:

- Hallie Yundt Silver summarized the tax impact statement for the Downtown Hannibal Community Improvement District. Laura Judlowe indicated that she had also done some research on the CID and posted it on local social media.
- Debbie Simmons, volunteering through the MERSGoodwill's Senior Community Service Employment Program, joined the staff on May 23rd. She is doing the work of a Library

Shelver and contributing 22 hours per week through June 30th. We are happy with her performance to date and the service agreement will be renewed for another year.

- With Mayor Jim Hark's resignation, Hallie Yundt Silver said she forwarded a request for Library Board appointments to Mayor Pro-Tem Mike Dobson. She indicated she had contacted two potential Library Board members, one of whom is considering serving, and that she plans to contact a third person later this week.
- It was announced that Roy Hark is on this evening's Council Agenda for a first reading on his re-appointment.

Caitlin concluded the Director's Report by providing a fundraising update.

Tabling was continued on the Audit.

Moved by Roy Hark and supported by Gordon Ipson to amend and adopt the Collection Development Policy. Motion carried.

The amended By-Laws were given a third reading. Moved by J'Nelle Lee and supported by Laura Judlowe to adopted the By-Laws. Motion carried.

The Library Board acting as the Nominating Committee developed a Slate of Officers at the May meeting. It was given a second and third reading: Kevin Knickerbocker as President, Gordon Ipson as Vice-President, Frank DiTillo as Treasurer, and Laura Judlowe as Secretary. A call was made for nominations from the floor.

Moved by Roy Hark and supported by Frank DiTillo to elect the Slate of Officers by acclamation. Motion carried.

Moved by Gordon Ipson and supported by Roy Hark to amend and adopt the FY2022-2023 Budget and to adopt the FY2023-2024 Budget. Motion carried.

Moved by Gordon Ipson and supported by Frank DiTillo to authorize Library staff to enter into a 5-year licensing agreement for Access Points (Wi-Fi Appliances) with MOREnet. Motion carried.

The updated Surplus Equipment list was distributed. Moved by J'Nelle Lee and supported by Roy Hark to accept the list and approve the equipment for recycling. Motion carried.

Moved by Laura Judlowe and supported by J'Nelle Lee to amend and adopt the Meeting Space Policy. Motion carried.

Moved by J'Nelle Lee and supported by Ray Lee to amend and adopt the Patron Registration Policy. Motion carried.

Hallie Yundt Silver indicated that it was recommended when implementing the SOS regulation that new registrations be completed for borrower's cards of minors. She indicated that the Library would re-register minors when each minor's privilege expires on or after July 1st.

Moved by J'Nelle Lee and supported by Roy Hark to amend and adopt the Borrowing & Placing Holds Policy. Motion carried.

Sara North's contribution to the Raise the Roof Campaign was acknowledged. Sara North challenged every Library Board member to contribute to the Campaign.

Roy Hark thanked J'Nelle Lee and Sara North for their service on the Library Board. They were applauded.

Moved by Roy Hark and supported by Gordon Ipson to adjourn. Motion carried.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kevin Knickerbocker, President